



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Risk and Benefits

Sub-Section:

TITLE: Benefits Vendor Administration Records

CUTOFF: Completion of contract

DESCRIPTION: Correspondence about and annual reports of benefit administration including claim counts, costs, summary reports and individual claims data.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23634

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Claim Files -District or Division Unofficial Copy

CUTOFF: Resolution of incident

DESCRIPTION: Records documenting workers compensation, general liability, fleet liability or property damage incidents kept in district or division offices; claimed or not claimed and collectible or not collectible.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Official record is kept by Risk and Benefits Division.

DISPOSITION ACTION: Destroy

SERIES: 23605

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Drug and Alcohol Results - Negative

CUTOFF: Test date

DESCRIPTION: Drug and alcohol test results with negative results. Includes pre-employment and post-offer test results. Records must be kept in a location with controlled access per 49 CFR 40.333.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23733

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Risk and Benefits

Sub-Section:

TITLE: Drug and Alcohol Results - Other Than Negative

CUTOFF: Test date

DESCRIPTION: Drug and alcohol test results with other than negative results. Includes pre-employment and post-offer test results. Records must be kept in a location with controlled access per 49 CFR 40.333.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23734

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Employee Benefits and Vendor Reports

CUTOFF: End of calendar year

DESCRIPTION: Monthly or quarterly reports to support member benefit eligibility and medical, prescription and life claims data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23550

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Employee Benefits Records - Official

CUTOFF: End of calendar year of termination of all benefits

DESCRIPTION: Employee application and change requests for insurance and benefits, claims correspondence and appeals, COBRA notifications and HIPAA certificates.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23639

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Risk and Benefits

Sub-Section:

TITLE: General Liability and Fleet Vehicle Liability Incidents

CUTOFF: Resolution of incident

DESCRIPTION: Claim file supporting documents. Includes, but not limited to law enforcement report, and correspondence with third parties.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23669

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Incident Files-Hazardous Exposure

CUTOFF: Employee separation

DESCRIPTION: Documentation of employee's work related medical history related to exposure to hazardous materials. These records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. Records must be maintained for 40 years from employee separation to comply with Occupational Safety and Health Administration (OSHA) requirements 1910.1025(n)(1)(iii).

RETENTION: Years: 40 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23632

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Industrial Hygiene

CUTOFF: End of calendar year

DESCRIPTION: Records and correspondence related to maintaining and testing for healthy conditions for employees. Includes, but is not limited to air quality, noise, ergonomics, lead, mold, zinc, mercury, and silica studies.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23590

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Risk and Benefits

Sub-Section:

TITLE: Property Damage Files – Non-Billable

CUTOFF: Claim closed

DESCRIPTION: Claim file supporting documents. Including, but not limited to law enforcement report, completion notice from district, and correspondence with third parties.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For billable property damage files – see 23699 Accounts Receivable Documents.

DISPOSITION ACTION: Destroy

SERIES: 23746

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Safety Award Lists

CUTOFF: June 30, 2012

DESCRIPTION: Lists of employees earning safety awards prior to recording lost time incidents or a break in service in Risk Master. This system is now obsolete and lists will no longer be generated.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23735

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Work Simulation and Job Hazard Analysis

CUTOFF: End of calendar year in which superseded

DESCRIPTION: Records of analysis of work tasks and development of work simulations tests and employee safety job hazard analysis required by the Americans with Disabilities Act (ADA). Includes review of work and work area, recommendations to make the job safer, and compliance records.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23635

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Risk and Benefits

Sub-Section:

TITLE: Workers Compensation Claim Files

CUTOFF: Resolution of claim

DESCRIPTION: Records of Workers Compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Includes incident files and other supporting documentation.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23575

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011
